

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner/Biologist	04-Maintenance Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Environmental Planner/Biologist	904-606-4680-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general supervision of the Maintenance Division, the Associate Environmental Planner/Biologist plans and carries out the details of environmental studies and tasks as prescribed below. The incumbent will gather, research, and analyze biological resources and engineering data; and prepare and review biological documents considering the impacts of maintenance transportation projects as mandated by Federal and State laws, regulations, policies and procedures.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
25%	E	Research and prepare biological documents for maintenance projects. Establishes and maintains an environmental maintenance database and project matrix to track maintenance transportation projects from inception through contract acceptance. May prepare power point presentations for training purposes and conduct training on new laws, regulations and procedures as they apply to maintenance environmental issues.
30%	E	Prepare biological maintenance memos and project plans. Research information relating to the project assignment with CCDNB, appraisal maps, as-built drawings, Google Earth, photo log and reports. Utilizing computer programs/applications such as Lotus Notes, Staff Central, EFIS, Microsoft Word, Excel, and PowerPoint to accomplish duties.
20%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files and maintenance agreements; scheduling meetings, emailing and faxing documents, making copies, and maintaining the office and field equipment.
10%	M	Conducts field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents.
5%	M	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position will not have supervisory responsibility. The incumbent may act as lead to an environmental planner.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Associate Environmental Planner/Biologist must be able to make an environmental inventory; gather and analyze biological and environmental data; conduct interviews for gathering data; and understand and interpret a multitude of existing state and federal environmental laws and regulations. The employee is expected to hold a valid California driver's license.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. However, a proper review by the Senior Environmental Planner should minimize any errors.

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### PUBLIC AND INTERNAL CONTACTS

Works with engineering and transportation planning staff members of local agencies and Caltrans; handles intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals. Assists at public presentations.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Report writing may require sitting for prolonged periods of time. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

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### WORK ENVIRONMENT

Duties will require work to be conducted in both Caltrans office and field environment. The duties will on occasion require work meetings off site in the offices of other agencies and consultants and with members of the public. The incumbent will work in a climate-controlled environment, but may also be exposed to extreme weather conditions during field reviews.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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DATE